



Human Resources

DATE POSTED: February 2, 2005

REQ. # 05-033

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position will remain posted for at least five (5) working days from 02-02-05 TO 02-08-05.

DEPARTMENT/DIVISION
PUBLIC WORKS – OXBOW ECO-CENTER
POSITION AVAILABLE
TEMPORARY PROGRAM COORDINATOR
OF OPENINGS
1
STARTING SALARY
\$27,829.78 / year
COMMENTS
This is a temporary position. Position opens as part-time in mid February for training. Becomes full-time in mid-March (total of 32 to 40 hours per week.) Assignment will be completed in Summer 2005.
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 598
PAY GRADE: 16
SALARY: \$29,865.06 - \$45,911.63
PROGRAM COORDINATOR/NATURALIST

MAJOR FUNCTION: Responsible work overseeing and coordinating the development of a variety of youth and adult educational programs and outreach opportunities. Developing publications and media advisories. Supervising volunteers to achieve goals and mission of the Oxbow Eco-Center.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS: Knowledge of nature center facilities and program development. Ability to give presentations and interact with large groups of people. Knowledge of computer technology, principles of management, organization. Ability to communicate effectively and concisely with volunteers, visitors, public groups, and other county departments. Ability to train and motivate.

ESSENTIAL JOB FUNCTION: Oversees the development and implementation of a variety of educational and outreach programs. Coordinates adult and family programming, guest speakers, and special events. Assists in identifying potential programs and speakers. Produces materials to promote Oxbow events. Promotes programs through media advisories and press releases. Works with the School Board, other environmental centers, and community partners in development and implementation of student programs. Develops, monitors and evaluates long range plan for educational programs and interpretation. Additional duties may include: grant writing, gift store assistance, supervision of temporary and/or part time staff and volunteers. Some weekend and evening hours may be required. Other duties as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Frequent use of good near vision, good hearing. Frequent walking and standing. Frequent outdoor programming. Ability to lift 30 lbs. Ability to drive a passenger motor vehicle.

ENVIRONMENTAL CONDITION REQUIREMENTS: Indoor and outdoor working conditions. Frequent work inside in a sedentary posture. Frequent public contact.

WORK HAZARDS: Possible contraction of communicable diseases (cold, flu, etc.) due to heavy public contact. Possible injury due to auto travel.

SAFETY EQUIPMENT USE OR NEEDED: Automobile safety belt.

EDUCATION: Graduation from an accredited four year college with a degree in natural resources, biology, marketing, or public relations. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE CERTIFICATION OR REGISTRATION: Valid Florida driver's license and a good driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
-------	-------------	----------	------------